



## Professional Standards Training Requirements and Online Resources



Annual Training Requirements	
Title	Required Hours
Program Directors	12 hours
Program Managers	10 hours
Program Staff (20 or more hours per week)	6 hours
Program Staff (less than 20 hours per week)	4 hours
Vended Site Staff (20 or more hours per week)	6 hours
Vended Site Staff (less than 20 hours per week)	4 hours

### Important Points:

- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training. Therefore, if the number of training hours earned in SY20-21 did not meet the requirement, extra hours earned in SY21-22 can be used to make up the difference.
- The following food safety training is mandatory for Vended Site Staff:
  - First complete the Institute of Child Nutrition (ICN) *Food Safety in Schools* course: <https://theicn.docebosaas.com/learn/course/21/FoodSafetyinSchools>  
Must register to create a free account to sign in. Food Safety Training is free.
  - Every year thereafter, read and sign off on *Standard Operating Procedures (SOPs)* relevant to the facility: <https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/#1566416773609-65d0c690-7f7f>
- All training must be documented on a training tracker/log.
  - NDE Annual Training Log: [https://www.education.ne.gov/ns/nslp/professional-standards/Training tracker/log](https://www.education.ne.gov/ns/nslp/professional-standards/Training%20tracker%20log) at bottom of the page.
  - USDA Training Tracker Tool 2.0: <https://pstrainingtracker.fns.usda.gov/>

---

### NDE/Nutrition Services Current Training Opportunities

- **Serving Up Great School Meals Webinar Series:** <https://www.education.ne.gov/ns/training/national-school-lunch-program/>
  - Live webinars recorded in 2020-21 are posted to this website. Learn the latest about federal waivers and guidance, share tips and concerns with other meal service providers, and learn current information from Nutrition Services Program Specialists.
- **Launch Nebraska Conditions for Learning:** <https://www.launchne.com/conditions-for-learning/>
  - Click on **NUTRITION SERVICES Supporting Considerations** to access information about school foodservice that is designed to assist in the preparation and implementation of strategies to ensure students, teachers and staff stay safe as they return to school.

## **Additional NDE/Nutrition Services Training Opportunities**

- **Nutrition Services School Lunch Training webpage:** <https://www.education.ne.gov/ns/training/national-school-lunch-program/>
  - In addition to the Serving Up Great School Meals webinar series, this page has links to training for all individuals who work with the School Meals Program including bookkeepers. There are also links to upcoming workshops and other in-person training opportunities.

## **Other Online Resources for Free Continuing Education/Training**

**Institute of Child Nutrition (ICN) e>Learning Portal:** <https://theicn.docebosaas.com/learn>

- Over 60 courses in categories such as Food Safety and School Nutrition. Register for a free account and get started!

**School Nutrition Association (SNA):** <https://schoolnutrition.org/learning-center/>

- The SNA Learning Center provides many resources on topics such as Breakfast in the Classroom, Culinary Skills, Procurement and the Training Zone to name a few.
- The Training Zone is described as a "One-Stop Shop" for all of SNA's eLearning. Here you'll find Online Training Modules, On-Demand Webinars, and the popular Webinar Wednesdays.
- Must be a member to log in.

## **USDA/FNS**

- **Database of Professional Standards Trainings:** <https://professionalstandards.fns.usda.gov/>
  - Search for training by topic. Check out the Trainings of the Month on timely topics such as *Purchasing Using the Food Buying Guide*.
- **USDA/FNS YouTube Channel:** <https://www.youtube.com/user/USDAfoodandnutrition>
  - You can browse by Videos, Playlists, Community and Channels. Good source of up-to-date information on many topics such as CN Labeling, Farm to School, USDA Foods and more.
- **Team Nutrition:** <http://www.fns.usda.gov/tn/team-nutrition>
  - A link to Team Nutrition Webinars & Training can be found in the bottom right-hand corner of the Spotlights section. Good source of Crediting Updates for Child Nutrition Programs.
- **Food Safety:** <https://www.fns.usda.gov/ofs/food-safety>
  - In the Spotlights section you'll find links to Food Safe Schools resources including Produce Safety Hacks and Food Safety Flashes videos.
  - Produce Safety University Resource page: <https://www.fns.usda.gov/ofs/produce-safety-resources>. A wonderful source of produce safety training in many formats including fact sheets, videos, webinars and training materials taught at the annual USDA Produce Safety University.
- **Making It Count (UMass Amherst):** <http://www.makingitcount.info/>  
**Highly recommended training for foodservice staff who work at vended sites.**
  - Videos and interactive activities provide a fun learning experience for all school food service staff.
  - Topics are divided into the categories of Breakfast, Lunch, Afterschool Snack, Food Production in Schools, Accountability and Access. Specific topics within these categories include: Identify a Reimbursable Meal, Portion Control, Meal Patterns, Dietary Specifications and Special Dietary Needs.